

Professional and Managerial Branch
General Administrative Group
Airport Series

AIRPORT OPERATIONS OFFICER

09/94

Summary

Under direction, effectively represent airport management to ensure safe day-to-day operations, emergency response and administration in conformance with established aviation regulations.

Typical Duties

Direct and coordinate through functionally responsible supervisors or in an authorized capacity of immediate supervisor such airport activities as parking and ground transportation, communication, maintenance, security and public safety workers during routine and emergency situations until relieved by higher level management. Involves: organizing work, assigning, instructing personnel and participating in emergency response and rescue operations situations and drills, such as aircraft and hazardous materials incidents, bomb threats, and hijackings; closing and opening aircraft movement areas as required; preparing and distributing notices regarding airport conditions to agencies utilizing facilities and Federal Aviation Administration (F.A.A.).

Monitor operations to ensure safety and security of airport property and conduct staff training. Involves: enforcing airport safety rules and regulations; ensuring airport compliance with F.A.A. security and safety requirement; inspecting airfield terminal, airport facilities and leased properties; reporting unsafe conditions and taking corrective action where needed; preparing and presenting training on emergency response, hazardous materials, safety, security, or similar topics.

Perform airport administrative activities. Involves: participating in development of operational policies and procedures; performing customer service activities during other than business hours; resolving problems for Airport tenants or public as required; insuring contract compliance by Airport tenants or contractors; investigating and preparing reports regarding injuries or property loss resulting from accidents; collecting air carrier inventory or similar information relating to airport activities to permit collection of fees or other purposes; coordinating special events such as fly-ins and tours; preparing and maintaining daily operational, personnel, facilities, equipment and other reports.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's degree in Business, Aviation Administration or a related field and two years of professional or managerial Airport operations and administration experience at an F.A.A. certificated civilian or comparable airport; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: federal rules and regulations pertaining to certificated civilian airports; airport maintenance equipment and activities. Good knowledge of: airport operations; aircraft rescue and firefighting practices and procedures; runway standards; airport security practices and procedures; supervisory techniques, standards of conduct and work attendance. Some knowledge of safe working practices and procedures.

Ability to: monitor and coordinate airport activities; enforce federal rules and regulations; direct, coordinate, and train assigned personnel; enforce standards of conduct and work attendance and safe working practices and procedures; express oneself clearly and concisely both orally and in writing; establish and maintain effective working relationships with fellow employees, officials and the general public; prepare and maintain daily activities reports; maintain records.

Special Requirements: Work rotating shifts, evenings, weekends, holidays and mandatory overtime; subject to emergency recall.

Licenses and Certificates: Texas Class "C" Driver's License or an equivalent license issued by another state.

Director of Personnel

Department Head

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